



Newick Parish Council

IT records back-up procedure

This procedure addresses the back-up of computer files, records and working documents held on the Parish Council laptop computer in the Clerk's home office.

1. The Clerk has two external storage devices – these are used alternately.
2. Once a month, typically around the end of a month or during the first days of the following month, the Clerk copies files from the computer hard drive to one of the external storage devices.
3. The external storage device is stored in the fireproof safe at the Village Hall.
4. Once every 6 months the Chairman of the Finance and General Purposes Committee checks that the external storage device has been updated with current files and that they can be read.

Reviewed and adopted 27th October 2015

Signed:(Chairman)